INSTRUCTIONS FOR COMPLETING 319 NONPOINT SOURCE FUNDING APPLICATION

Instructions are provided in the same order as the fields in the forms. Some fields have drop down menus to choose from. If you have questions about the application, contact Dean Yashan, at 406-444-5317 or dyashan@mt.gov.

SECTION 1: GENERAL INFORMATION

Project Sponsor Information

- **Project Title**: Provide a very brief descriptive name for the project (e.g. Mule Creek Riparian Improvement).
- **Sponsor Name**: Project sponsors must be either a governmental entity or a nonprofit organization. A governmental entity is a local, state, or federal office that has been established and authorized by law. Nonprofit organizations are identified as having a tax-exempt declaration of 501(c)(3) from the Internal Revenue Service.
- **Registered with the Secretary of State?:** All project sponsors must be registered with the Montana Secretary of State to do business in the state of Montana. Registration with the Secretary of State may be completed via the following website: http://sos.mt.gov/business/toolkit/index.asp
- **Registered with SAM?:** System for Award Management; formerly Contractor Certification Registration. Each project sponsor is required to register with SAM. To register or check your organization's status, go to www.sam.gov If you get an "Unsupported Browser" error, click on the patriotic top-hat, and you should be redirected to the SAM website.
- **DUNS #:** Data Universal Numbering System. Each project sponsor is required to have a current DUNS #. To register or check your organization's status, go to http://fedgov.dnb.com/webform/index.jsp
- **Does your organization have liability insurance?** To qualify, you must have liability insurance.
- **Primary Contact:** This is the person who DEQ would routinely contact to discuss project progress, billing, etc.
- **Signatory:** Person who can legally sign contracts and other binding documents on behalf of the project sponsor (e.g., a board chairman).
- **The Primary Contact and the Signatory must both sign the Application. Signatures may be submitted one of three ways:**
  1. Scanned and emailed
  2. Electronic signatures on application
  3. E-mail chain/attachment combination showing explicit approval by appropriate personnel (signature not explicitly required in this circumstance, the e-mail information serves the same purpose)

Project Location

- **12 digit HUC #(s):** Indicate the 12 digit HUC #(s), sometimes referred to as Sixth Code HUCs, where the project will take place. If you need assistance in determining the HUC, contact DEQ.
- **Waterbody Name from 2018 List of Impaired Waters:** Indicate the waterbody name where the project will occur. Waterbodies with impairments can be obtained from Montana's Clean Water

Act Information Center (CWAIC) website at www.cwaic.mt.gov. When obtaining data from CWAIC, be sure you are looking at the right waterbody and the right segment of that waterbody. For example, there are dozens of streams named "Beaver Creek," so make sure you are looking at the one in your watershed. Many of the larger streams are divided into segments, and different segments may have different impairments.

- **Probable cause(s) of impairment to be addressed:** For each listed waterbody, CWAIC lists the probable causes of impairment (e.g., sedimentation/siltation, nitrogen, lead). For the selected waterbody, list the probable causes of impairment **that your project specifically addresses.**
- **Activity 1 Name:** This is *not* the same as the Project Title you provided previously in the form. Instead, it is the name of the specific, on-the-ground project or project site.
- **Latitude and Longitude:** For projects that involve long linear sections of streambank or large surface areas, pick a point that is roughly in the geographical center of the project. Latitude and longitude must be expressed in decimal degrees.
- **Which WRP does this project implement?:** Use the dropdown menu to choose from existing, DEQ-accepted WRPs. If your WRP is not listed, you may write in the name.

Project Funding

- **319 Funds Requested:** Total amount of 319 funds requested.
- **Matching Funds:** Project sponsors must be able to meet a 40% cost share (also known as match) of the total project cost. Match can be from private, state, local, or non-profit sources, it cannot be from federal sources.

Calculating Required Match

$$(X \div 0.60) - X = Y$$

Where
X = amount of 319 funds being requested
Y = amount of cost share required

Example: For a project sponsor requesting $100,000 in 319 funds, the calculated cost share would be:

($100,000 ÷ 0.60) - $100,000 = **$66,667**

  - o **State Cash Match:** Cash contributed from state agencies.
  - o **Local Cash Match:** Cash contributed from cities, counties, conservation districts, watershed groups, private citizens and all other non-federal, non-state funding sources.
  - o **In-Kind Match:** Estimated dollar value of in-kind contributions of time, equipment, and other measurable resources from non-federal sources.
- **Federal Funds:** If part of the project will be funded by federal sources (other than 319), indicate the amount coming from these sources.
- **Other Funds:** If there are funds that don't fit into one of the above categories (e.g. if funds from a DNRC grant will be used to help cover project materials, but will not be reported as part of the non-federal match), indicate the amount here.
- **Total Non-federal Match:** This field will be filled in automatically in the electronic form. It is equal to the sum of state cash match, local cash match, and in-kind match.
- **Administrative Fee:** The amount of requested funds that will go toward contract administration. This amount can be up to 10% of the 319 funds requested.

- **Total Project Cost:** This field will be calculated and filled in automatically in the electronic form.

SECTION II: PROBLEM DESCRIPTION

- **Problem Description:** Describe the nonpoint source pollution problem you plan to address. Identify the root cause of the pollution, the geographic extent of the problem, and who it affects. Reference any photos, data sets, reports, or other documentation you intend to attach to your application.
- **Goal and Objectives:** Describe the overall goal and specific objectives for this project.
- **Collaborative Effort:** Describe the collaboration necessary to obtain support from all appropriate project partners. Clearly Identify what's been done, and what remains. (Section III includes space for listing partners and roles.)

SECTION III: BACKGROUND INFORMATION

- **Project Methods:** Describe how you plan on using 319 funding to address the nonpoint source problem identified in Section II. Where possible, identify and quantify restoration techniques and best management practices. If you are seeking funding for project design or engineering, describe the types of practices you might consider (e.g. grazing management, willow planting, channel reconstruction, etc.), and how you will evaluate your alternatives. Reference any photos, maps, design drawings, or other pre-project planning documents you intend to attach to the application.
- **Partners and Roles:** Identify the project partners and their roles. Identify the individuals and entities that will likely participate in your project. Participation could include planning, technical assistance, financial contributions, land ownership, monitoring, or project-related labor.
- **Technical and Administrative Qualifications:** Identify the technical and administrative expertise that you will rely upon for your project. Include qualifications of project partners that will be involved in design, implementation, monitoring, or other technical aspects of the project. Note any credentials project participants may have that will help ensure timely and accurate administration of a potential contract (e.g., experience or training in contract management, accounting, procurement, billing and recordkeeping, technical writing).
- **Past and Current Projects:** In the table, identify previous and/or ongoing grants or contracts your organization has received from government entities, non-profit groups, or other entities. This is similar to providing a list of references on a job application.

SECTION IV: SCOPE OF WORK

Ten task entries are available; you do not have to use all ten. There are several tasks that are required, refer to Section 3 of the Call for Nonpoint Source Project Funding Requests for descriptions of these tasks.

- **Task X Title:** Title of task (e.g., Project Design, Project Construction, Project Coordination, etc.).
- **Description:** A general description of the work you intend to complete for this task.
- **Deliverables:** Identify the specific projects you intend to complete (e.g., re-vegetate 500 feet of streambank on the Jones property, prepare and distribute 4 newsletters) and the tangible products you will submit to document completion of the task (e.g., lab reports, photos, as-built drawings, calculated load reductions, copies of newsletters, etc.).
- **319 Funds:** Amount of 319 funds requested for the task.

- **Non-Federal Match:** Amount of cash and in-kind contributions from non-federal sources that you intend to report for the task towards meeting the match requirement for the 319 contract.
- **Federal Funds:** The amount of federal funds and federal in-kind contributions that you plan on using to complete the Task (if applicable).
- **Other Funds:** If there are funds that don't fit into one of the above categories (e.g. if funds from a DNRC grant will be used to help cover project materials, but will not be reported as part of the non-federal match), indicate the amount here.
- **Total Cost:** This field will be calculated and filled in automatically in the electronic form.
- **Is Match Secured?:** Match is not required to be secured at the time of application submittal, however, it is encouraged. Under each task you must identify if cash match is secured or not. "Secured" means funds have been obligated through a signed contract, grant, or other formal commitment. Unsecured funds include potential cash contributions or grants applied for but not received.
- **Timeline:** The approximate timeframe in which you expect to complete the Task. For example, July 2019 to September 2020.
- **Match Source:** Identify the individuals, entities, or programs that will be providing reported non-federal match.

SECTION V: SUPPORTING DOCUMENTS

- **Detailed Project Budget:** This table should be used to identify costs associated with specific actions within each task. For example, if Task 3 includes three revegetation efforts, you could use separate lines within the table to identify the costs associated with each of the three. If Task 4 includes preparing and distributing two newsletters, and conducting a volunteer monitor training event, you could use one line for the newsletters and one line for the training event. The level of detail you provide in this table should exceed the level of detail in the Scope of Work section.
- **Project Timeline Table:** Identify major project milestones, and the approximate timeframe in which you plan to complete them. Project milestones may include things like completion of draft and final engineering plans, completion of construction, monitoring dates, submittal dates for project reports, etc.

Required Attachments
You must attach a project map or set of maps and at least 3 letters of support, as defined below.
- **Project Map(s):** A project map or set of maps showing the location and size of project activities. The map scale must be between 1:1,000 and 1:12,500. The map(s) must have an aerial photo background (e.g. USDA NAIP photography, Google Earth imagery, etc.). The map(s) must show the latitude, longitude, site name, and landowner for each individual project site. The maps should also identify waterbodies affected by the pollution that the project is designed to address.
- **Letters of Support:** At least three are required. Letters should demonstrate a broad base of support, and must include letters of support from each of the landowners involved in the project. If the project sponsor is not the sponsoring entity of the applicable Watershed Restoration Plan (WRP), the project sponsor must request a letter of support from the WRP sponsor. If the WRP sponsor does not provide a letter of support, the project sponsor must document the refusal in the "Comments" section on the last page of the Application form, and explain how the project will implement the WRP.

Provide if Available

This year, DEQ is providing additional opportunity to provide supporting information. The goal is to help application reviewers better understand the nature of your project, and the problems it will address. DO NOT use this as an opportunity to inundate the application reviewers with extra information. The reviewers have limited time, and will not be able to sift through 200-page studies, or 7 years of monitoring data. If you provide more information than the reviewers have time to look through, the superfluous information might not be considered in the evaluation of your particular project.

- **Design Drawings**
- **Applicable Permits:** Provide any permits that you have already received.
- **Site Photos:** If available, include photos of your proposed project area. These photos could include historical photos, recent site photos, and aerial photos.
- **Site Evaluations/Preliminary Engineering Reports:** Attach any site evaluations, studies, or reports that you feel can provide background information or additional insight into the nonpoint source problem you are seeking to address.
- **Other Supporting Documentation (list):** Include any additional data, reports, or other documents that you feel may give the application reviewers additional insight into your project.

Comments

Use this box to add any additional information that you feel might help DEQ staff and other reviewers better understand your project and its importance to nonpoint source pollution prevention. If your organization is not the author of the WRP covering your project area and you do not have a letter of support from them, note the authoring entity's refusal, and explain how your project will implement recommendations in the WRP.